

Data Definitions

The following definitions are not all-inclusive. Some data elements are self-explanatory; e. g., Last Name. Some definitions below are informational only and do not represent a distinct data element; e. g., Staff Type.

Assignment Code:

This is a code that indicates the area of assignment being performed for the working agency.

- *Assignment Code must be a valid 4 digit Assignment code as found in the Assignment table for the year being reported.*
- *Required for all staff being reported.*

Contracted Agency: Has been removed starting with the 2011-2012 school year.

Contracted Agency Site: Has been removed starting with the 2011-2012 school year.

Contract Days:

The number of days the individual is contracted to work for the hiring LEA. For teachers, this is the regular school year contract; do not include summer contracts for teachers.

- *Contract Days is a 1 to 3 digit numeric field with no decimal places.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Contract Fringe Benefits:

Include the total of all items under Object Code 200 Employee Benefits in the WUFAR Handbook. They are 210 Retirement, 220 Social Security, 230 Life Insurance, 240 Health Insurance, 250 Other Employee Insurance, and 290 Other Employee Benefits.

- *Contract Fringe Benefits is a numeric field that must be greater than or equal to 0 and less than or equal to 110,000. Contain no decimal places and rounded to the nearest dollar.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Contract Salary:

That amount of money specifically cited in the regular contract between the staff member and the hiring LEA. Do not include pay for extra duties; i.e., coaching, advisor to student, etc. The National Education Association has requested that states report only "regular" salaries for instructional staff. NEA specifically says states: should not include salaries for "extra curricular" duties" or payments for teaching summer school.

- *Contract Salary is a numeric field that must be greater than or equal to 0 and less than or equal to 300,000. Contain no decimal places and rounded to the nearest dollar.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Data Definitions continued:

Does this employee teach in a state or locally funded bilingual education program?:

Yes (Y) or No (N) is the response to the question "Does this employee teach in a state or locally funded bilingual education program?". This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required only for positions 53, and for position/assignment combination 84/0000.*

First Name:

The First name of the staff member reported. Last name field is 16 characters long. We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies

- *Required for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

File Number:

This is the number found on licenses issued to individuals and can also be found on the Wisconsin Educator Look up website: <https://www2.dpi.wi.gov/lic-ttl/home.do>

- *The complete 6 digit DPI-assigned Educator File Number.*
- *Required for all position/assignments where DPI Licensed is "Yes". DPI Licensed is a column this is found in the [Assignment table](#).*

Former Last Name:

The Former Last name of the staff member reported.

- *Optional for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

FTE:

Full-time equivalency expressed as a whole number. The amount of time required to perform assignments stated as a proportion of a full-time position. (i.e., 100 = full time, 50 = half-time, 75 = $\frac{3}{4}$ time, etc.). Do not include time spent on extra-curricular duties such as coaching or as a student advisor. FTE is represented as a percentage; for example 1 would be 1% and 149 would be 149%.

- *Must be a whole number greater than 1 and less than or equal to 149.*
- *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra-Curricular Activities).*
- *The FTE total for this SSN across districts must be ≥ 1 and ≤ 149 .*

Calculation for professionals:

of hours the person works in a year

of hours in the district's standard work year for that employee's classification

Calculation for support staff:

of hours the person works

2,080

Gender:

Indicates the gender of the staff person.

- *F = Female*
- *M = Male*
- *Required for all staff being reported.*

Data Definitions continued:

Grade Levels for this Assignment:

Indicates all grade levels for which this assignment is performed. These data represent the grade levels of the assignment being taught, not the grade levels of the students.

Examples:

If the employee teaches 6th, 7th and 8th grade English, report the grades as 06, 07 and 08.

If the employee teaches 9th grade biology to 9th, 10th and 11th grade students, then select grade 09.

If the employee has an elementary special education assignment, the grades may be reported as grades 01, 02, 03, 04, 05, even if there are no students in a particular grade(s).

- *Required for positions 51, 52, 53, 54, 80, 83 and 84.*
- *For more validation information refer to the PI-1202 Grade Level guidance at http://lbstat.dpi.wi.gov/files/lbstat/pdf/pi_1202_grade_level_guide.pdf.*

Highest Degree:

Highest Degree represents a code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job.

03 = Associate: A two-year degree from a technical or junior college.

04 = Bachelor's: Any degree from a four-year program in an accredited college or university.

05 = Master's: Any master's degree (such as Master of Arts or Master of Science) from an accredited college or university.

06 = 6-Year Specialist's: Any degree offered as beyond a Master's degree but short of a Doctorate, such as is offered in Education Administration.

07 = Doctor's: Any doctor's degree (such as Doctor of Philosophy) offered by an accredited university.

08 = Other: Any degree that cannot reasonably be described by any of the other degrees listed here; e.g., School Nurses with a nursing degree (R.N. or L.P.N.) rather than a B.S. degree.

- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Hiring LEA Code:

This is the four-digit code that has been assigned by the Wisconsin Department of Public Instruction (DPI) to the agency responsible for completing this report.

Is this assignment being performed by a subcontracted individual?:

Yes (Y) or No (N) is the response to the question "Is this assignment being performed by a subcontracted individual?". This question should be answered yes if the assignment being performed is done by an individual who is not an employee of the hiring LEA but is employed by a private agency subcontracted to provide direct services to students.

Examples: a 4-year-old kindergarten teacher hired by a community/private pre-school, Head Start program, or daycare on behalf of a public school district or a teacher teaching in a partnership school as authorized under Wisconsin Statutes Section 118.153(3)(c)(2) for Milwaukee Public Schools. In both examples the students are reported as public school students in Wisconsin Student Number Locator System (WSLS) and Individual Student Enrollment System (ISES).

Subcontracted does not include staff hired through a CESA, CCDEB, or 66.0301.

This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).*
- *Contracted staff are required to report FTE, Salary, Fringe, Local/Total years of experience, Final Salary code, Contract Days, Highest Degree are not required to be reported.*
- *Defaulted to N except if the Hiring LEA Numbers are 7000 or 7100 then the default is Y.*
- *See the Who should be reported? [Decision Tree Diagram](#)*

Data Definitions continued:

Is this assignment being performed by a long-term substitute?:

Yes (Y) or No (N) is the response to the question "Is this assignment being performed by a long-term substitute?". A long-term substitute is an individual who is assigned as a substitute and who is working more than 20 consecutive days in the same assignment. This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required when position is 53 (except if assignment is 0970-Intern).*
- *Required for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000.*

****Note:** Starting with the 2012-2013 school all positions with assignment type of codes of: 0 (Professional - Special Education) or 1(Professional - Regular Education) with the exception of 53-0970(Teacher/Intern) will be required to answer this question yes or no.

Is this assignment part of a School Board approved alternative education Program?

Yes (Y) or No (N) is the response to the question "Is this assignment part of a School Board approved alternative education Program?". This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required for position 53, except when assignment is 0002, 0003.*
- *The default value will be set to No.*

Is the salary final for this school term?:

Yes (Y) or No (N) is the response to the question "Is the salary final for the current school term?" The yes/no answer informs the DPI if the third Friday of September reported salary and fringe benefits are final or if contracts are not yet settled.

- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Last Name:

The last name of the staff member reported. Last name field is 20 characters long. We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies

- *Required for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

Local Use (Employee Information Screen):

An optional 50 character field available for districts to include local codes, etc., that will assist them in submitting and reviewing data.

Local Use (Assignment Related Questions Screen):

Local Use is an optional 100 character field and can be used for submitting the title of individuals reported as 99-0000, Professional in non-educational related role with no further description/assignment.

Middle Name:

The Middle name of the staff member reported. Can be middle name or just initial.

- *Optional for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

Data Definitions continued:

NCLB Arts:

Number of classes taught in the arts area. NCLB Arts includes art, music, dance, and theater.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

NCLB English:

Number of English classes taught. NCLB English includes English, language arts, reading, speech and journalism.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

NCLB Math:

Number of mathematics courses taught. NCLB Math includes all related courses in the subject area, examples, algebra, calculus, geometry, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

NCLB Science:

Number of science courses taught. NCLB Science includes all related courses in the subject area, examples, chemistry, physical sciences, physics, earth science, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

NCLB Social Studies:

Number of social studies classes taught. NCLB Social Studies includes history, geography, economics, and civics and government.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

NCLB World Language:

Number of world language classes taught. NCLB World Language includes all world languages, examples, Spanish, Chinese, French, German, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*

Data Definitions continued:

Number of Classes

The count of classes per assignment. Teachers with Elementary All Subjects assignments will be defaulted to 1 if not reported through file upload or on screen entry. Number of classes reported at middle, junior high, and high schools will vary based on the type of schedule used for more information see the [PI-1202 Number of Classes & NCLB guidance](#) document.

- *Required when Position = 53, expect if assignment is 0002, 0003, or 0970.*
- *Must be greater than 0 and less than 41*
- *If the record is reported as 53-0050 Elementary All Subjects and has the field blank or equal to 0, we will default to 1.*

Personal Suffix:

An optional field for districts to use in order to provide designations such as: Jr, Sr, II, III, etc.

Position Code:

This is a code that indicates the employee's assignment classification in the working agency.

- *Position Code must be a valid 2 digit Position code as found in the [Assignment table](#) for the year being reported.*
- *Required for all staff being reported.*

Race/Ethnicity Code or Race Key:

A code corresponding to the racial/ethnic group or groups with which the staff person identifies. The code is from DPI code table and is corresponding to the answers to both parts of the two-part race/ethnicity question.

- *Districts will need to use the ["Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk"](#) to determine the correct race_key.*
- *Required for all staff being reported.*

School Year:

This is the four-digit year that this report represents. For example, school year 2011-2012 = 2012.

Social Security Number (SSN):

The nine-digit number assigned to the person by the Social Security Administration. This is used to match against DPI license records for auditing data. Invalid numbers will require corrections by the hiring agency.

- *Required for all staff being reported.*

Staff Assignment Types:

Each position / assignment combination is assigned a staff assignment type code. The Assignment type code can be found in the Position/Assignment table under the assignment type column.

0 = Professional - Special Education: All professional staff working with special education programs. This includes: assistant director of special education, director of special education and/or pupil services, school audiologist, school occupational therapist, school physical therapist, special education teacher, speech/language pathologist, occupational therapist assistant, physical therapist assistant, educational interpreter and special education program coordinator.

1 = Professional – Regular Education: All staff required to be licensed by DPI other than special education staff. This includes: assistant district administrator, assistant principal, audiovisual/technology specialist, business manager, central office administrator, department head, director of human relations/multicultural education/equity, director of instruction/program supervisor, director of pupil services, district administrator, guidance counselor, librarian, library media specialist, library media supervisor, principal, program coordinator, reading specialist, school nurse, school psychologist, school social worker, subject coordinator, teacher in charge, and teacher.

Data Definitions continued:

Staff Assignment Types continued:

2 = Short-Term Substitute/Extra Curricular Activities: All people on the active substitute teacher list for an agency as of the third Friday in September. The only qualification for a substitute teacher is that they hold any current teaching license or permit and all assignments will be 20 days or less. Staff that have an extracurricular assignment related to activities such as: Athletic Coaches or Advisor to Student Club.

3 = Support – Regular Education: All staff that do not require any license from DPI. This includes: advisor to student club, athletic coach, bookkeeper, bus driver, cafeteria worker, clerical/support staff, director of athletics, director of food services, director of public relations, director of transportation, executive assistant/support supervision, other professional staff in a non-educational role, other support staff, plant maintenance personnel, plant operation personnel, program aide, recreation department, and research.

4 = Support – Special Education: All support staff working with students with disabilities. This includes: special education program aide, special education bus aide, and early childhood special education aide. These positions require a special education program aide license or a current teaching license or permit.

Working LEA:

Code Where This Assignment is performed: The four-digit code that has been assigned by the DPI for all agencies. This data element is collected for each assignment, and is the LEA code of the agency where a particular assignment is performed. If for example, a teacher is employed by a CESA but has an assignment at a school district, this is the school district's LEA code.

Working School Code:

This is the four-digit code assigned by DPI for the location within the LEA where the assignment is performed. Working school code must be a valid school number for the "Working LEA". A Working School Code of 0000 may be valid for this data element under certain circumstances, please refer to the table below.

- *Required for all staff being reported.*
- *If the working LEA is not a 2R charter **than the following position/assignment codes may be reported with a Working School Code of 0000, only if the individual worked at more than five locations.** DPI will be monitoring these cases closely and may rescind this waiver in the next reporting period:*

◆ 53/0002 Academic support	◆ 53/0815 Orthopedic Impairment
◆ 53/0003 Mentor	◆ 53/0825 Visual Impairment
◆ 53/0312 Title I Reading	◆ 53/0826 Orientation and Mobility
◆ 53/0506 Music Instrumental	◆ 53/0830 Emotional Behavioral Disability
◆ 53/0511 Music Choral, grades 6-12	◆ 53/0832 Other Health Impairment
◆ 53/0515 Music General	◆ 53/0840 Special Education Hospital Program
◆ 53/0800 Cross Categorical	◆ 53/0841 Special Education Homebound Program
◆ 53/0805 Hearing Impairment	◆ 53/0860 Adaptive Physical Education
◆ 53/0808 Early Childhood Special Education	◆ 53/0933 Homebound Instruction
◆ 53/0810 Cognitive Disability	◆ 53/0935 At-Risk Tutor
◆ 53/0811 Learning Disability	◆ 53/0940 Academic Support - Non-Special Education Pupils

- *Zeros are not a valid number for the 2R charter schools.*
- *If the hiring LEA is a CESA or CCDEB and the working LEA is a CESA or CCDEB, the Working School Code of 0000 should be used.*

Data Definitions continued:

Year of Birth:

The four-digit year the staff person was born.

- *Required for all staff being reported.*
- *School Year minus Birth Year must be less than or equal to 99 and greater than or equal to 15.*

Years of Experience in this LEA:

The number of years this person has been employed by this agency, to the nearest half year. The time reported should include time through the current school year. (DPI automatically adds one year to this field if records are being created from our database.)

- *Must be equal to or greater than .5 and less than or equal to 99.5.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Years of Experience - Total:

The number of years this person has been employed by any education agency, to the nearest half year. Private school experience as well as public should be included here. The time reported should include time through the current school year. (DPI automatically adds one year to this field if records are being created from our database.)

- *Must be equal to or greater than .5 and less than or equal to 99.5.*
- *Must be equal to or greater than Local Years of Experience.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Note: Both LEA and total years of experience are based on years of experience in education. This may overlap different positions. Example: four years as a teacher at district A and two years as a teacher at district B (B being the reporting district) and six years as a principal at district B would make local years of education experience eight and total experience twelve. This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Common Reporting Errors

Duplicate staff records: If the same year, LEA and SSN appear on separate records within the upload, only the first record will be added. A message will be displayed upon completion of the upload process that there were multiple records for a single SSN in the file.

Duplicate assignment records: If the same year, SSN, hiring agency, working agency, school, position and area appear on separate records, a message will be displayed upon completion of the upload process that there were multiple records for a single assignment. If a staff member holds the same assignment for different grades, all the grades should appear in a single assignment listing.

Name Conflicts: If the name is different (first three letters of first or last name is different) than names with SAME SSN across ALL districts, there will be an error and the data cannot be locked. If there is a misspelling (first three letters are the same, but the rest is different) then it will result in a warning. Data can still be locked but it is recommended that data is corrected in the districts' records (on line and in their offices).

Other staff errors: If race, gender or birth year are different for same SSN across districts, an error will be generated. These errors will have to be resolved before data can be locked.

Assignment Records without corresponding Staff Records: Any assignments within that district which do not have a corresponding staff record will be deleted during the validation process. A message will appear upon completion of the validation process listing the SSN of the assignments that were deleted.

Grade Levels: If grade levels checked are grade 7 or above, and the working school is a middle, junior high or high school, then assignment code 0050 is invalid.

Upload File Structures and Validation Criteria

❖ Staff File Structure

- This file contains information for each individual employed or contracted by the reporting (hiring) agency. The file should be named **stf1202.txt**. Each record must be **203 characters long**.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)

2012-2013 staff file changes:

- There are no changes to the staff file for the 2012-2013 data collection.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space
Social Security Number	N	2	9	Required. 9-digits with Leading Zeros. For example: 000000001
Filler	S	11	1	1 blank space
Hiring LEA Number	N	12	4	Required. 4 digits with Leading Zeros. For example: 0001 • <i>Must be a valid DPI-assigned LEA number of the agency responsible for reporting this data.</i>
Last Name	A	16	20	Required. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size.
First Name	A	36	16	• <i>We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.</i>
Gender	A	52	1	Required. F or M only.
Filler	S	53	1	1 blank space
Year of Birth	N	54	4	Required. 4 digit year. CCYY format. • <i>Use the following formula to validate: School Year minus Birth Year must be <= 99 and >= 15.</i>
Highest Degree	N	58	2	2 digits. For example: 03 • <i>Must be one of the following valid codes: 03=Associate, 04=Bachelor's, 05=Master's, 06=6-Year Specialist's, 07=Doctorate, 08=Other.</i> • <i>Use 00 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>
School Year	N	60	4	Required. 4 digit year. CCYY format. • <i>The current school year. For example, use 2014 for 2013-2014.</i>
Filler	S	64	4	4 blank spaces
Local Years Experience	N	68	3	3-digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. • <i>Must be >= .5 and <= 99.5.</i> • <i>Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>

❖ Staff File Structure Continued

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Total Years Experience	N	71	3	3 digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. <ul style="list-style-type: none"> • <i>Must be >= .5 and <= 99.5.</i> • <i>Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i> • <i>Must be => Local Years of Experience.</i>
Contract Salary	N	74	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. <ul style="list-style-type: none"> • <i>Must be >=0 and <= 300000.</i> • <i>Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>
Contract Fringe Benefits	N	80	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. <ul style="list-style-type: none"> • <i>Must be >=0 and <= 110000.</i> • <i>Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>
Name Suffix	A	86	10	10 characters. Fill with blank spaces if characters do not fill the full size. <ul style="list-style-type: none"> • <i>Optional field for districts to use to provide suffixes such as Mr. or Mrs.</i>
Filler	S	96	2	2 blank spaces.
Final Salary Code	A	98	1	Y or N only. Yes or No is the response to the question "Is the salary final for the current school term?" <ul style="list-style-type: none"> • <i>Use 1 blank space for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>
Filler	S	99	1	1 blank space.
Former Last Name	A	100	20	Optional. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size.
Middle Initial or Name	A	120	20	Optional. A-Z, apostrophe and hyphen only. Can be middle name or just initial. Fill with blank spaces if characters do not fill the full size. <ul style="list-style-type: none"> • <i>We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.</i>
Contract Days	N	140	3	3 digits with leading zeros. No decimal places. <ul style="list-style-type: none"> • <i>Use 000 for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).</i>
File Number	N	143	6	6 digits with leading zeros. The complete six-digit DPI-assigned Educator File Number. <ul style="list-style-type: none"> • <i>Required for all position/assignments where DPI Licensed = Y. See the Assignment table.</i> • <i>Use 000000 all other records.</i> • <i>Look-up file numbers on the Wisconsin Educator License Lookup web site.</i>
Filler	S	149	1	1 blank space. Added starting 2011-2012 school year.
Local Use	A	150	50	50 characters. Fill with blank spaces if characters do not fill the full size. <ul style="list-style-type: none"> • <i>Optional field for districts to use to include local codes, etc., that will assist them in submitting and reviewing data.</i>
Race Key	N	200	4	Required. 4 digits with leading zeros. <ul style="list-style-type: none"> • <i>Must be a valid Race_Key code from DPI code table corresponding to answers to both parts of the two-part race/ethnicity question.</i> • <i>Districts will need to use the "Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk" to determine the correct race_key.</i>

❖ Assignment File Structure

- This file contains all the assignment information for each individual employed or contracted by the reporting (hiring) agency. It should contain one record for each reportable activity a person is assigned. Position codes are designed to cover all employees of education agencies and assignment codes for all activities that need to be reported. The file should be named **asn1202.txt**. Each record must be **266 characters long**.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)
- [2013-2014 assignment file changes:](#)
- There are no changes to the assignment file for the 2013-2014 data collection.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space.
Social Security Number	N	2	9	Required. 9 digits with leading zeros. For example: 000000001
Working LEA Number	N	11	4	Required. 4 digits with leading zeros. For example: 0001 <ul style="list-style-type: none"> Must be a valid DPI-assigned LEA number of the agency where this assignment is being performed.
Filler	S	15	3	3 blank spaces.
Position Code	N	18	2	Required. 2 digits <ul style="list-style-type: none"> Must be a valid 2 digit Position code as found in the Assignment table for the year being reported.
Assignment Code	N	20	4	Required. 4 digits <ul style="list-style-type: none"> Must be a valid 4 digit Assignment code as found in the Assignment table for the year being reported.
Hiring LEA Number	N	24	4	Required. 4 digits with leading zeros. For example: 0001 <ul style="list-style-type: none"> Must be a valid DPI assigned LEA number of the agency responsible for reporting this data.
FTE (percentage)	N	28	3	3 digits with leading zeros. For example 001. Data is represented as a percentage, 001 would be 1% and 149 would be 149%. <ul style="list-style-type: none"> Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities). The FTE total for this SSN across districts must be ≥ 1 and ≤ 149 Whole number between 001 and 149. Use 000 when not required.
Number of Classes	N	31	2	2 digits with leading zeros. For example: 01 <ul style="list-style-type: none"> Required when Position = 53, except if assignment is 0001, 0002, 0003, or 0970. Must be greater than 0 and less than 41. Use 00 when not required. If the record is reported as 53-0050 Elementary All Subjects and has the field blank or equal to 0, we will default to 1. For more information see the PI-1202 Number of Classes & NCLB guidance
Bilingual Program	A	33	1	Y or N only. Yes or No is the response to the question "Does this employee teach in a state or locally funded bilingual education program?" <ul style="list-style-type: none"> Required only for positions 53, and for position/assignment combination 84/0000. Use 1-blank space when not required.

❖ Assignment File Structure Continued

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Working School Number	N	34	4	Required. 4 digits with leading zeros. For example: 0001 The DPI assigned school number where this assignment is being performed. <ul style="list-style-type: none"> Must be a valid school number for the "Working LEA". 0000 is a valid school number for some records. For more information see the PI-1202 Working School Number guidance.
Long Term Sub	A	38	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a long-term substitute?" <ul style="list-style-type: none"> Required for all assignments with an assignment type of code of: 0 (Professional - Special Education) or 1(Professional - Regular Education) with the exception of 53-0970(Teacher/Intern) Use 1 blank space when not required.
School Board Approved Alternative Educ. Program	A	39	1	Y or N only. Yes or No is the response to the question "Is this assignment part of a School Board approved alternative education Program?" <ul style="list-style-type: none"> Required when position is 53, except if assignment is 0001, 0002, or 0003. Use 1 blank space when not required.
Filler	A	40	1	1 blank space. <ul style="list-style-type: none"> Starting with the 2011-2012 school year Contracted Assignment has been changed to a filler field. Contracted Assignment and Contracted Agency have been combined into one question and will be reported using the old Contracted Agency field.
Subcontracted through a Contracted Agency	A	41	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual?" <ul style="list-style-type: none"> Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities). Defaulted to N expect if the Hiring LEA Numbers are 7000 or 7100 then the default is Y. See the Who should be reported? Decision Tree Diagram
Filler	S	42	1	1 blank space.
Grade Levels	A	43	44	Grade Levels' is an array of 22 2-byte fields. Beginning in position 43, store two characters for each grade for which this assignment is performed, i.e., 020305. Fill with blank spaces if characters do not fill the full size. <ul style="list-style-type: none"> Required for positions 51, 52, 53, 54, 80, 83 and 84. For more information see the PI-1202 Grade Level guidance Use 44 blank spaces when not required.
School Year	N	87	4	Required. 4 digit year. CCYY format. <ul style="list-style-type: none"> The current school year. For example, use 2014 for 2013-2014.
NCLB English	N	91	2	For all NCLB Data Elements: 2 digits with leading zeros. For example: 01 <ul style="list-style-type: none"> Must be greater than or equal to 0 and less than or equal to 10. Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12. For more information see the PI-1202 Number of Classes & NCLB guidance
NCLB Math	N	93	2	
NCLB Science	N	95	2	
NCLB Social Studies	N	97	2	
NCLB World Language	N	99	2	
NCLB Arts	N	101	2	
Filler	S	103	64	64 blank spaces. <ul style="list-style-type: none"> As of 2011- 2012, Filler has been changed to 64-spaces to include old Contracted Agency Site field.
Local Use	A	167	100	100 characters. Fill with blank spaces if characters do not fill the full size. <ul style="list-style-type: none"> Optional field for districts to use for providing additional information for titles when reporting assignments as 99/0000.

For Assistance Contact us at:

Phone: (608) 267-3166

Email: dpistats@dpi.wi.gov

Online: [24x7 Online Helpdesk Application](http://www.dpi.wi.gov/lbstat/helptool.html) (<http://www.dpi.wi.gov/lbstat/helptool.html>)

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